

Sending an Email

Tutorial #11

Sending an e-mail

In this example, we will be using a Hotmail account to demonstrate how to send an email. To be able to respond to an email in your inbox you must:

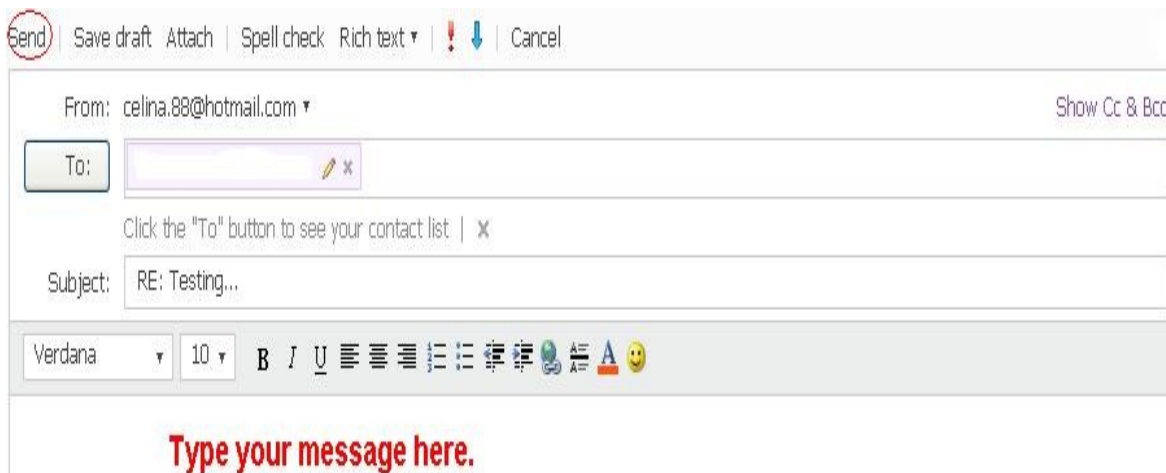
- (1) Sign into your Hotmail account
- (2) Left click on “sign in” or by pressing “enter” on your keyboard
- (3) On the left side of your account, left click on “inbox”
- (4) New emails will be in bold. You must left click on the email subject heading open message



(6) Once you are into the email, left click on “reply” which is located on the top left hand side of the message. “Reply All” allows you to reply to all contacts in the message and “forward” allows you to send a message to a new contact the following message.



An example of a message in draft form is provided on the next page. You can also add more emails in the “To:” section. In the “subject” section, type a small sentence on the purpose of the email. In many email accounts you have the option of changing the look of the message by the options in the tool bar.



Attaching Documents to an email

Attaching images or documents to an email allows the receiver of the email to view what you have attached. To attach any document to an email, you must:

- (1) Left click on “Attach.”
- (2) Left click on the “browse” option. You will be brought to your computer documents. Here you will select the document you wish to attach
- (3) Left click on the document and left click on “open”
- (4) Wait until the upload is complete to send the message
- (5) Left click on “send”

From: johndoe@hotmail.com ▼

To: ✎ ✕

Click the "To" button to see your contact list | ✕

Subject: RE: Testing...

